

**CLASS TITLE: EXECUTIVE DIRECTOR - MHRH  
(RETARDATION SERVICES)**

**Class Code: 02508400  
Pay Grade: 49A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, develop, organize, implement and administer a comprehensive and integrated program designed to improve the functional status of mentally retarded citizens in State institutions and in community programs; to plan, coordinate and direct the development of community residential and support programs which maximize independent function and integration of residents in non-institutional environments; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of the Department of Mental Health, Retardation and Hospitals with wide latitude for the exercise of independent judgement and initiative; work is subject to review through consultations and submitted reports for conformance to laws, policies, rules and regulations and departmental objectives.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of a professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, develop, organize, implement and administer a comprehensive and integrated program designed to improve the functional status of mentally retarded citizens in State institutions and in community programs.

To plan, coordinate and direct the development of community residential and support programs which maximize independent function and integration of residents in non-institutional environments.

To plan, develop and implement programs designed to train and educate mentally retarded citizens in attaining maximal social, vocational and other functional abilities.

To organize and administer clinical services to appropriately assure effective delivery of medical, nursing, dental, and other clinical services to mentally retarded citizens.

To plan, organize and direct educational, training, recreational, functional and other rehabilitative programs for mentally retarded citizens.

To develop, organize, implement and evaluate programs which direct the appropriate placement of the mentally retarded citizens in community housing and gainful employment.

To direct and supervise divisional staff plans for the placement and maintenance of retarded individuals in community programs and/or residences.

To direct the development of increased utilization data collection and criteria to support an efficient system of community placement for retarded citizens from the Joseph H. Ladd Center and from the community.

To evaluate, as necessary, community residences and support services in relation to the needs of retarded citizens.

To prepare, in cooperation with departmental representatives, the operational and capital budgets for mentally retarded citizens.

To establish and implement operational procedures, work schedules, rules and regulations consistent with departmental policy.

To be responsible for staff education and in-service training.

To meet with representatives of the community and the public as necessary to explain or otherwise describe or promote services to the mentally retarded.

To consult regularly with the Director of the Department of Mental Health, Retardation and Hospitals relative to implementation of established policies and objectives.

To conduct meetings of administrative and professional staff on a regular basis.

To develop and up-date a statewide plan for mentally retarded citizens.

To regularly evaluate the performance of staff and to require periodic evaluations of all staff through subordinates.

To maintain conformance to necessary accreditation and/or certification standards at the Joseph H. Ladd Center and community facilities serving the retarded.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of current concepts, principles and practices as they apply to the education, training, rehabilitation, clinical care and normalization of mentally retarded citizens; a thorough knowledge of current trends related to issues, procedures and systems involved in integrating mentally retarded citizens into community programs and living arrangements; the skill and ability to administer, manage and develop a comprehensive organization and system of program delivery for mentally retarded citizens; the ability to demonstrate leadership and direct staff engaged in the care, education, training, clinical services, rehabilitation and normalization of mentally retarded citizens; a thorough knowledge of Federal and State laws, rules and regulations concerning the delivery of services to mentally retarded citizens; the ability to develop operational and capital budgets; a thorough knowledge of, and the ability to perform research and evaluation designed to serve mentally retarded citizens; the ability to interact effectively with public officials, professionals, the public and others; the ability to provide leadership and public relations and to advocate for the needs of mentally retarded citizens; the ability to develop and implement contractual arrangements; the ability to reorganize and reallocate staff to best meet the needs of mentally retarded citizens; the ability to work independently and to problem-solve; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree in Psychology, Public Health, Social Work, Hospital Administration or in a field closely related to mental retardation; and

**Experience:** Such as may have been gained through: extensive employment in an administrative position in a major organization, state government or large governmental agency responsible for the planning, development, implementation and evaluation of rehabilitative services for the mentally retarded; or extensive employment in a consultative position responsible for design, direction, implementation and evaluation of programs of services for the mentally retarded.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

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